

INVEST IN WILLMAR BOARD MEETING SUMMARY

The Invest in Willmar Board met at 3:00 p.m. on Wednesday, June 19, 2019 in Conference Room No. 1 at the Willmar City Office Building.

Members present were: Matt Dawson, Mary Sawatzky, Jon Konold, Tony Amon, and Audrey Nelsen.

Also present were: Finance Director Steve Okins, City Administrator Brian Gramentz, and Administrative Assistant Janell Sommers.

Chair Dawson opened the meeting at 3:00 p.m. A motion was made by Tony Amon, seconded by Matt Dawson and passed to approve the June 5, 2019 minutes of the board.

There were no additions or deletions to the agenda.

Chair Dawson started the meeting out with thoughts and ideas of the main topics for discussion. What is the next step now that the board has heard from Bolton and Menk, Marcus and Terwisscha? The feedback he has received is that the Robbins Island and Stormwater Projects, which do not consist of mostly buildings, the board request Council assign these to Bolton and Menk. The other projects, which would be building construction, can be an RFP to Terwisscha Construction and Marcus Construction.

Chair Dawson opened this topic up for discussion and stated his understanding of the process was to have a request for proposal go out to those two firms, the staff would score them and bring the results to the City Council. It was noted by City Administrator Gramentz that they would need to identify the scoring process. Mr. Gramentz asked for clarification whether the board is seeking construction RFPs or construction manager RFPs? Chair Dawson stated he felt the need for a construction management company. Whichever company is awarded, would not bid on the construction.

Council Member Nelsen asked for clarification on the scope of work for Robbins Island. Chair Dawson stated his understanding is it consists of mainly infrastructure and roads.

In discussion the next step was felt to be an RFP of an architect at the same time as the construction manager. Once those two firms are selected, they would work through putting the plans and specifications together, design and do the blueprints. City Administrator Gramentz stated it would be best to have separation of the architect and construction manager. The architect would work directly with the City on design and the construction manager work with the architect to ensure the project is completed at the lowest cost and built correctly.

Council Member Nelsen voiced her concern of an estimated timeline for the projects so the next steps are clear. Finance Director Okins stated staff has put together an estimated timeline as it fits into the Mayor's budget process based on no activity starting this year. Now that everything has passed and the certification process began to the state, what he is hearing is there may be some

preliminary architect or engineering costs and in order to proceed, the committees are going to have to solidify their ideas before you can proceed with an architect.

Mary Sawatzky brought forward for discussion the Swansson Fields project and the concepts they have been considering. She stated they are looking for ideas on how to obtain estimated costs. It was suggested the committee develop a list of items they would like and ask the Council to authorize RFPs for an architect to put the concept of the project together. Once the committee approves the concept of the architect or engineer, it is at that time the City will proceed with authorizing the plans and specifications.

Chair Dawson asked for direction from the board on the next steps. Council Member Nelsen questioned what steps the Council has to approve and what they do not have to approve. City Administrator Gramentz stated generally the Council would have to approve seeking RFPs and give staff direction to put the documents together, advertise, set up a schedule for return of the RFP and then each one is ranked and scored and subsequently the top firms selected will be interviewed. The selected firm would then work with the committees and come up with a concept plan or plans and the committee will select one, it then comes before the board and if approved, on to the Council for approval and authorization for preparation of plans and specifications. The architect would then work with the construction manager at that point and once the plans and specifications are completed they would come before the committee, then to the board and onto the Council to be approved to go out for bids.

Chair Dawson felt that at this point the board needs to focus more on the design concept and architect. Discussion was held pertaining to a design-build company and an in-house architect. This was debated by the board. It was the consensus of the board that the owner's representative concept would no longer be considered.

Council Member Nelsen questioned the Civic Center projects not all being on City land and if the City needs to have the land layout and approval from the School District so that these pieces fit in place before the concept design process begins. Jon Konold stated they have met with the school representatives and they are willing to discuss the land issues and preliminarily they have made agreements on what is planned. Chair Dawson stated the committee is working out those details.

Chair Dawson asked City Administrator Gramentz to clarify the next steps of the board. City Administrator Gramentz recommended asking the City Council to authorize staff to prepare RFPs for architectural services. The board debated which projects were tied together, which would require an architect and which an engineer. Communication to the community was brought up. In going through the projects one more time it was the consensus that an RFP for an architect and an RFP for a construction manager would be needed for the following projects:

Outdoor Rink \$2 million, Athletic Fields \$6 million and Recreation Center \$8 million (together)

Swansson Field \$2 million (separate)

Community Center \$2 million (separate) – may not be ready

Robbins Island and Stormwater would be designed by an engineering company.

It was discussed when committees were ready, the board would take action to make a formal recommendation to the Park and Recreation Board and then to the City Council.

The meeting adjourned at 4:32 p.m.

Respectfully submitted,

Janell Sommers
Administrative Assistant